

Central Intelligence Agency



Washington, D.C. 20505

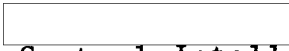
05 JUL 1988

Ms. Charlene Duryea  
Director, Public Relations  
KRESSCOX ASSOCIATES, P.C.  
2909 M Street, N.W.  
Washington, D.C. 20007

Dear Charlene:

I received your letter of 2 June 1988; Katy and I were both happy to see you over Memorial Day.

In order to be placed on our bidders mailing list, it is necessary for you to complete the enclosed two forms, i.e., a Solicitation Mailing List Application and Certificate Pertaining to Foreign Interests, which should be filled in and signed by your parent company, and return both of these forms to the address listed below:

  
Central Intelligence Agency  
Office of Logistics  
Chief, Procurement Management Staff  
Washington, D.C. 20505

STAT

Upon receipt of these completed forms and any descriptive literature you may have, the name of your company will be placed on our bidders mailing list. These forms and your literature will be forwarded to those components within the Agency who may have an interest in your architectural planning and interior design services. Should an office have an interest, that component will contact you directly for more information when there is a need or a requirement.

The Agency is most appreciative of this introduction to your company and its services. Katy and I look forward to seeing you again soon.

Sincerely yours,

/s/ William H. Webster

William H. Webster

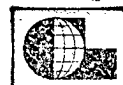
Enclosures



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**ROUTING AND TRANSMITTAL SLIP**

10 JUNE 88

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. DIRECTOR OF LOGISTICS

*[Signature]*

12/6

2. *PE*

*[Signature]*

6/13

3. *Offices - pls prepare*

4. *a thorough response; not*

5. *standard form letter.*

Action	File	Note and Return
Approve	For Clearance	Per Confirmation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See file
Complete	Investigate	Signature
Coordination	Justify	

**REMARKS**

1 - FOR ACTION: PLEASE PREPARE DRAFT RESPONSE

FOR DCL'S SIGNATURE ROUTE VIA DDA

SUSPENSE: 20 JUNE 1988

*to D/OE - 16 June*

DO NOT use this form as a RECORD of approvals, concurrences, disapprovals,  
clearances, and similar actions

Room No. - *Elig*

STAT

Phone No.

GSA-702

U.S. Government Printing Office: 1987-181-340/50000

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA  
FPMR (41 CFR) 101-11.6

ER 2366X 88

DDA/REG  
LOGGED**KRESSCOX  
ASSOCIATES, P.C.**  
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20007  
202 965 7070JERRILY R. KRESS, AIA, CSI  
PRINCIPALDAVID COX, AIA  
PRINCIPALCHRISTOPHER A. GRAAE, AIA  
SENIOR ASSOCIATE PRINCIPALROBIN L. VASA, AIA  
ASSOCIATE PRINCIPAL

2 June 1988

**Judge William Webster  
Director  
Central Intelligence Agency  
Washington D.C. 20505****Re: C.I.A. Architecture, Planning, and Interior Design  
Contract Award Procedure**

Dear Judge:

Thank you again for your hospitality at the pool Memorial Day Weekend. It is a rare treat to see both you and Katy! As we discussed, KressCox is very interested in learning how the C.I.A. solicits architectural, planning, and interior design services.

KressCox Associates, P.C. is a female owned small business enterprise providing architecture, planning, and interior design services. The firm has completed a number of Department of Defense contracts acquired through the Commerce Business Daily including projects requiring security clearance.

Please let me know how the C.I.A. selects firms for such projects; where and to whose attention I could submit required government forms and information about KressCox's capabilities; and how KressCox might prove eligible for future contracts.

Thank you. I hope the world's problems are going well for you today.

Sincerely,

KRESSCOX ASSOCIATES, P.C.

**Charlene Duryea  
Director, Public Relations**DCI  
EXEC  
REG